

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD IN THE TOWN HALL
ON TUESDAY 20 SEPTEMBER 2016
COMMENCING AT 7.45 PM

Present: Cllr Mrs L Little - Town Mayor
Cllr N Leverton - Deputy Mayor

Cllr M Brennan Cllr Mrs M Mead
Cllr R Brooks Cllr D Melvin
Cllr Mrs D V Bulley Cllr P Scott
Cllr Miss S Coul Cllr Mrs S Scott-Stovold
Cllr Mrs C Delaney Cllr Mrs C Wilson

Officers: Ron Spurs - Town Clerk

Apologies: Cllr R Crapper, Cllr M McBride

Absent: Cllr Mrs N Miah

In attendance: One member of the public

The meeting was preceded by a presentation from a resident of Scholars Acre regarding a proposed residential development of 48 dwellings.

49 DECLARATIONS OF INTEREST

Cllr Mrs Little declared a non-pecuniary interest in Item 62(a) OXPIP, as a member of SSAFA who have previously funded OXPIP to support parents. Cllr Scott declared an interest in Item 56(b), Whittington Place Fencing, as one of his employees lives there. Cllr Leverton declared an interest in Item 62(b) Carterton Day Centre, as a member of his family used the Centre.

50 MINUTES

The Minutes of the Meeting held on 19 July 2016, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

51 TOWN MAYOR'S ANNOUNCEMENTS

On 25 July the Lord Lieutenant of Oxfordshire presented cheques to the Mayor's chosen charities for the year May 2015 to May 2016. Those receiving cheques were The Visions Club, Carterton Carers, Allandale Youth Club, Get Stuck In, Carterton Lights Up Memory Club, St Joseph's Church, Carterton Educational Trust, RNLI, Over 60s Club, a bench for the Market Square and Ted Little's Veterans House. A special award went to Tyler Cabell for a specially adapted bike.

The Mayor enjoyed a morning at Carterton Community College with the children of the *Get Stuck In* summer play programme, which the Council had funded, where the children were making muffins and then going sailing in the afternoon. She attended Brizefest on RAF Brize Norton, which concluded with a firework display. She attended an annual meeting at Brize Norton with Cllr Scott, where noise issues were discussed. Together with Bob Lightfoot, Teresa Whitford and the RAF Falcons, the Mayor attended a photo opportunity at the roundabout on Monahan Way to highlight the Union Jack flower displays supplied by Ubico. The Mayor wished to say a big thank you to everyone who participated in making Shop

Carterton Day a success, especially Cllr Mrs Dee Bulley, Cllr Mrs Sarah Scott-Stovold and Cllr Phil Scott. The event was to encourage people to support their local independent shops. Thanks were also given to Melvin Long, Alex Fleming, Kerry Jones and Andy Stovold for their invaluable assistance with the gazebos on the day, including Lee Miles. The event had to close earlier than planned due to the extremely wet weather.

The Mayor had been invited to the opening of Three Michaels Yard at Carterton South Industrial Estate, where six new units would be constructed. She was also invited by Jim Cover to see the new Airbus building at West Oxfordshire Business Park.

The Mayor, Town Councillors and invited guests attended the Battle of Britain Civic Service at St John's Church on Sunday 18 September. During the Service, Cllr Mrs Dee Bulley presented the Mayor with her Exceptional Citizen Award badge. It had been engraved with the Mayor's name and came with a citation from Cllr Mrs Bulley, Cllr Crapper and Cllr Scott. The Mayor said she was deeply honoured by this gesture.

52 CLERK'S REPORT

The Clerk's Report, copies of which had previously been circulated, was received. The Report is attached at Annex A.

53 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

The member of the public present did not wish to raise any issues.

54 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Peter Handley's report, which had previously been circulated, was noted.

55 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 19 July, 2 August, 16 August and 13 September 2016. These were noted.

56 AMENITIES & ECONOMIC REGENERATION COMMITTEE

Council received the Minutes of the Meeting of the Amenities & Economic Regeneration Committee held on 20 July 2016 and the following items were presented for approval:

(a) Town Hall Tables. The Committee recommended to Council the purchase of ten Hunts Office flip top tables to replace the current ones in the Council Chamber at a cost of £2,382.80.

Council RESOLVED to APPROVE the purchase of ten tables as detailed above.

(b) Whittington Place Fencing. The Committee recommended to Council that the fence along the boundary of 24 Corbett Road and Whittington Place be replaced by McCracken & Son at a cost of £1,125.

Council RESOLVED to APPROVE the replacement of the fencing.

(c) Pampas Close Playground. The Committee recommended to Council that McCracken & Son install new fencing at Pampas Close Playground at a cost of £3,560.00, to replace the brick wall that had been removed.

Council RESOLVED to APPROVE the installation of new fencing by McCracken & Son.

(d) ARRГ Picnic Tables. The purchase of Picnic Tables for Alvescot Road Recreation Ground, to be placed near the children's play area, had already been approved by Full Council, but the number had not been determined. The Committee recommended that two tables be purchased initially and monitored for popularity.

Council RESOLVED to APPROVE the purchase of two picnic tables for ARRГ.

57 URGENCY COMMITTEE

Council received a report from the Urgency Committee held on 19 August 2016, which was convened to consider replacement of the Skate Park at Upavon Way. The condition of the Skate Park has deteriorated considerably and urgent welding work was required in order that it meet safety standards required to keep it open. The Committee authorised a local fabricator from Eynsham to carry out the work, at a cost of £1,450. It was noted that other local firms were contacted, but were unable to complete the work within the timescale required. The report was noted.

58 URGENCY COMMITTEE

Council received the minutes of the Urgency Committee held on Tuesday 16 August 2016, which was convened to consider the budget required for the election of a Town Councillor for Rock Farm ward following the resignation of Cllr Phil Lewis. The Committee unanimously approved expenditure of £1,000-£1,500 to provide poll cards for the election, which would be held on Thursday 29 September 2016 at Carterton Methodist Church. The minutes were noted.

59 EXTRAORDINARY MEETING

Council received the minutes of an Extraordinary Meeting held on 13 September 2016, which was convened to consider confidential items relating to the lease of 1 Streatfield House and the refurbishment of the Pavilion on Alvescot Road Recreation Ground. The minutes were noted.

60 ADMINISTRATION COMMITTEE

Council received the Minutes of the Administration Committee held on 13 September 2016.

The Clerk had presented a report to the Committee outlining the need to upgrade the IT equipment in the Town Hall and the Committee asked that further advice be sought in order to future proof the equipment. The Clerk had arranged for two companies to look at the existing system and advise how it could be improved and he would report back to Councillors by email.

The Minutes of the Administration Committee were then APPROVED.

61 SKATE PARK TENDER REPORT

Council received the report of the Town Clerk on the tendering process for the Skate Park redevelopment. Council had approved the change in structure of the park from wood and steel to concrete at its meeting on 28 June 2016 and the Clerk now sought approval to publish the Invitation to Tender for the work. The Tender document had previously been circulated to Councillors. It was important to note that Council did not have to accept any Tenders offered.

£100K had been set aside in the Recreation Budget for this project and grant funding would also be sought from outside bodies. The Clerk pointed out the difficulty with this as a figure would be needed for the cost of the redevelopment. An application for grant funding had been submitted to West Oxfordshire District Council, who had indicated it might be possible to accept it without a final costing.

Council RESOLVED to APPROVE the recommendation that the Tender is published.

62 APPLICATIONS FOR GRANT FUNDING

RESOLVED that the Council in accordance with its powers under Sections 137 and 139 of the Local Government Act 1972 should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure here set out:

(a) OXPIP (Oxford Parent Infant Project). The Project has been using the meeting room in the Town Hall to work with families to build the relationship between parent and baby. The majority of work was with military families and they had secured funding to continue this work, but would like to extend their service to non-military families and seek a grant of £2,000 for this. Should no non-military families come forward, then the money would remain with the Town Council.

In view of the fact that this service is not available on the NHS, Council felt that it was worthy of support and RESOLVED to set aside £2,000 for OXPIP to draw down as needed for non-military families.

(b) Carterton Day Centre. The Day Centre had applied for a grant of £5,000 in order to boost their reserves to continue providing services to the elderly in Carterton once funding from OCC is withdrawn in 2017.

The Clerk had met with the Manager of the Day Centre and Cllr Peter Handley to discuss the future of the Centre once OCC funding is withdrawn. Councillors were supportive of the service the Centre provides, but had concerns about granting money for their reserves without a plan as to how it would be used. The Clerk put forward the suggestion that any money granted to the Centre should be conditional on it being spent either on equipment for the kitchen, on the building itself or on their vehicle, all of which they would need to provide evidence of to the Council before funds were released.

The Clerk further suggested that the Centre should put together a resilience plan as to how they would maintain the service should the Centre Manager fall ill. The Mayor said she has put aside £150 from her charity fundraising to give a Christmas present to all the members there at the Centre.

Council RESOLVED to award a grant of £2,000, which could be drawn down for expenditure on equipment, their vehicle or the building. The Centre should then reapply in a year's time.

63 FINANCIAL STATEMENT

The Financial Statements to 31 July and 31 August 2016, set out at Annex B, were APPROVED.

64 ACCOUNTS FOR PAYMENT

Cllr Mrs Mead asked whether play inspections had been paid twice and the Clerk said that they were separate amounts. Cllr Miss Coul and Cllr Scott asked for clarification of what had happened to the washbasin at the Allandale (Cheque No. 11823). The Clerk said that after discussions with all the parties involved it remained unclear how the damage had occurred but it seemed appropriate that the Council pay for its repair.

Council RESOLVED that the Accounts for Payment for August and September 2016, set out at Annex C, be APPROVED for payment.

The meeting ended at 9.00 pm.

18 October 2016

Town Mayor

1 **s137 Grants**

a. Jill Edwards has sent a thank you letter in respect of the funding she received from the Town Council for the European Heart & Lung Transplant Games in Finland. Jill succeeded in gaining three gold medals and a silver, mostly in swimming and table tennis. **Noted**

b. Carterton Bowls Club have sent a letter of thanks for the Town Council grant towards the refurbishment programme for the Club. Energy efficient lights have been purchased and suitable fence railings are being sought. They will gladly promote the Town Council's involvement once the work is completed. **Noted**

c. Carterton Children's Centre. The s137 Grant requested by the Children's Centre of £500 for coach hire, approved in June 2016, has been reduced to £130 which will be paid direct to the Coach Company. **Noted**

2 **Christmas Closure**

The Town Hall will be closed from midday on Friday 23 December 2016 until 9.00am on Tuesday 3 January 2017. **Noted**

3 **Diary Dates:**

Sunday 18 September	Battle of Britain Civic Service
Thursday 22 September	Teddy Bears Picnic
Tuesday 4 October	Planning and Amenities & Economic Regeneration
Tuesday 18 October	Planning and Town Council

Ron Spurs

14 September 2016